

Title: Surveys Research Technician II	Effective Date: May 11, 2012	Grade: XII	Job Category: Technician
Prior Title: Surveys Research Technician II	Prior Effective Date: August 24, 2007	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under limited supervision, this position is responsible for the supervision of those making record research and for researching records to determine current ownerships of properties to be surveyed by the Department's Surveys Division.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Assist Land Surveyors in title search.
- Work with plan sheets and/or maps to determine ownerships within the limits of highway projects.
- Conduct thorough research of property ownerships utilizing county records, including chains of title.
- Prepare title certificates and sketches and/or strip maps of properties researched.
- Plot land descriptions to ascertain if all affected properties are covered within the limits of the project.
- Train and supervise other Surveys Research Technicians.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Two years training and/or experience in abstracting with one year work experience under the direction of a registered abstractor or licensed by the State. Licensed abstractor in Arkansas. Knowledge of the various county offices where land records are kept. Proficient in records research. Knowledge and understanding of land descriptions and ability to plot descriptions to scale, including Public Land Survey System (PLSS), metes and bounds, and platted subdivisions. Ability to trace ownership records back to patent. Proficient in word processing and in the use of laptop and desktop computers and document scanners. Valid driver's license. Ability to effectively communicate with the public. Available for constant overnight statewide travel. Constant statewide travel for this position means overnight travel three or four nights per week, 52 weeks per year with reimbursement for expenses.

ADDITIONAL PREFERRED QUALIFICATIONS

Some experience in land surveying.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)